

Unit Record Report Training Sessions

We will be holding training sessions on the Unit Record Report this month. The training will be held at three sites so that everyone will be able to attend one of the sessions. **Even if you have attended training in the past, it is important that you attend one of the three sessions offered in July.** If another staff person prepares or assists in the preparation of the Unit Record data, he or she should attend the session as well.

As part of our effort this year to improve Unit Record reporting, we have developed a new Web-based data entry/edit application. We will provide instruction on using this application and the reporting requirements published in the Unit Record Manual.

Please email or call Bruce Parrish at brucep@hecb.wa.gov or 360.753.7853 and tell him which session you will be attending so that we know how many people to expect at each location.

Training Sessions

Monday, July 14, 1 – 4 p.m. Bellevue Community College, Room N208, National Center for Emerging Technologies Bldg., Bellevue

Friday, July 18, 1 - 4 p.m. Interface Computer School, Computer Classroom, Spokane

Tuesday, July 22, 1 – 4 p.m. The Evergreen State College, Banner Classroom, Olympia Classroom